

## ATTENDANCE POLICY

At IELI, we want students to achieve the best possible results in their studies. Consequently, students at IELI are expected to maintain good attendance in all of their classes. Failure to maintain your attendance may put your academic progress at risk.

Furthermore, under the ESOS National code of practice, IELI may report students studying on a Student Visa to the Department of Home Affairs if their attendance falls below 80% at any time during their course. Under the ESOS National code of practice, IELI must report students studying on a Student Visa to the Department of Home Affairs if their attendance falls below 70% at any time during their course.

### Legislation

This policy meets the requirements of the Commonwealth *Education Services for Overseas Students Act 2000* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018* (the National Code).

### Recording attendance

Any absence from class will be recorded. Therefore, you should always try to provide evidence of your reason for being absent (e.g. a medical certificate from a doctor). You should provide a copy of this evidence to the IELI Front Desk Staff to be added to your student file in case of any future issues with attendance. Class teachers will record attendance in every class each day. If you are late to class, this will also be recorded and will count towards your attendance. For instance, if you are 15 minutes late to class, you will be recorded as having been absent for 15 minutes. You can view your attendance on your Student Portal. If you feel you have been marked as late or absent from a class incorrectly, you should speak to your class teacher or the Director of Studies as soon as possible.

### Students starting a session late

You will be permitted to join classes if you arrive late in the session. However, absences will be recorded for all missed classes.

### What to do if you are sick

If you are unwell and cannot come to class, you should email [ieli@flinders.edu.au](mailto:ieli@flinders.edu.au) or call IELI on the campus of Flinders on 08 8201 5084 / IELI City on 08 8427 0114 before 9am. You should see a doctor and get a medical certificate. The Front Desk staff can assist you in finding a doctor if you need help. When you return to school, give a copy of your medical certificate to the Front Desk staff to be added to your student file.

## **Notification of poor attendance and intent to report**

If your attendance drops below 90%, you will receive an email advising you of this. You will be asked to respond to show that you are aware of your poor attendance and to confirm that you intend to improve your attendance. If your attendance falls below 85%, you will receive a Final Warning email and be asked to respond to show that you are aware of your poor attendance and to confirm that you intend to improve your attendance. If your attendance falls below 80%, you will be issued with an Intent to Report notification via email. You will then have 20 working days to lodge an appeal, including any evidence you have to explain your reasons for being absent. If your appeal is unsuccessful or you choose not to appeal, IELI will notify the Department of Home Affairs that your attendance has fallen below 80%. If this happens, your Student Visa may be at risk.

## **Appeals**

When you receive an Intent to Report notification, you will have 20 working days to make an internal appeal to the IELI Director. You should submit your appeal in writing including your evidence for absences to [ben.rowley@flinders.edu.au](mailto:ben.rowley@flinders.edu.au). If you are not satisfied with the outcome of an internal appeal, then you have the right to make an external appeal within 20 working days. You can make external appeals to:

**Address:** Overseas Students Ombudsman, GPO Box 442, Canberra ACT 2601.

**Phone:** 1300 362 072.

**Website:** <http://www.ombudsman.gov.au/making-a-complaint>

During any appeals process, you should continue attending classes.

## **Getting help**

If you have a medical or other issue that is preventing you from coming to class, it is important to seek help as soon as possible. You should make an appointment to speak to the campus Director of Studies, who will be able to talk to you about any academic issues, or the Student Services and Welfare Manager, who can talk to you about any personal issues, and give you more information about how to access support services.